

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 38 PAGES
1. REQUEST NO. PR3324480	2. DATE ISSUED 04/25/2014	3. REQUISITION/PURCHASE REQUEST NO. PR3324480	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY General Services Office (GSO)			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)	
NAME Monica Madrid		TELEPHONE NUMBER AREA CODE 505 NUMBER 2252-7100 x7638		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE Embassy of the United States of America	
a. NAME		b. COMPANY		b. STREET ADDRESS Km. 5.5 Carretera Sur
c. STREET ADDRESS			c. CITY Managua	
d. CITY		e. STATE	f. ZIP CODE	d. STATE MG e. ZIP CODE N/A
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 05/16/2014		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Price and Deliverables Schedule Attached (RFQ)				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		AREA CODE	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER



Managua, 25 April 2014

Dear Prospective Quoter:

SUBJECT: Solicitation Number **PR3324480 - Packing and Crating Services / Managua Post**

The Embassy of the United States of America in Managua, Nicaragua, has a requirement for a contractor(s) to provide services for **Packing and Crating, Freight Handling, Forwarding, Cargo Storage, Customs Clearance and Other Related Services that apply to Shipments Originating From, Consigned To, Routed Through, and/or Moved Within the Geographic Area(s) of Managua, Nicaragua**. You are invited to submit a quotation for these services. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF- 0018
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy of the United States of America in Managua, Nicaragua, plans to award **multiple purchase orders**. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the Embassy to make any award. The Embassy may cancel this RFQ or any part of it at any time.

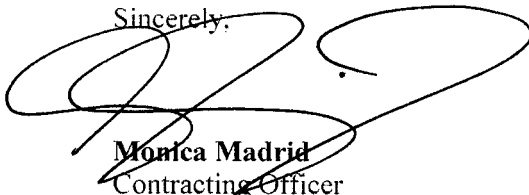
Please read the RFQ carefully, and if you are interested, you may submit your quotation. Return the completed SF- 0018 (Sections 13, 14, 15, 16) along with your quotation by **May 16, 2014 / 2.00pm Local Time** to the following address:

**Embassy of the United States of America
Km. 5.5 Carretera Sur
Managua**

Oral quotations will not be accepted.

Direct any questions regarding this solicitation to **Mrs. Monica Madrid, Contracting Officer**, by e-mail at **MadridME@state.gov** during regular business hours.

Sincerely,



Monica Madrid
Contracting Officer

Enclosure:
As Stated.

Managua, 25 April 2014

Dear Prospective Quoter:

SUBJECT: Solicitation Number **PR3324480 - Packing and Crating Services / Managua Post**

The Embassy of the United States of America in Managua, Nicaragua, has a requirement for a contractor(s) to provide services for **Packing and Crating, Freight Handling, Forwarding, Cargo Storage, Customs Clearance and Other Related Services that apply to Shipments Originating From, Consigned To, Routed Through, and/or Moved Within the Geographic Area(s) of Managua, Nicaragua**. You are invited to submit a quotation for these services. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF- 0018
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy of the United States of America in Managua, Nicaragua, plans to award **multiple purchase orders**. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the Embassy to make any award. The Embassy may cancel this RFQ or any part of it at any time.

Please read the RFQ carefully, and if you are interested, you may submit your quotation. Return the completed SF- 0018 (Sections 13, 14, 15, 16) along with your quotation by **May 16, 2014 / 2.00pm Local Time** to the following address:

**Embassy of the United States of America
Km. 5.5 Carretera Sur
Managua**

Oral quotations will not be accepted.

Direct any questions regarding this solicitation to **Mrs. Monica Madrid, Contracting Officer**, by e-mail at **MadridME@state.gov** during regular business hours.

Sincerely,

Monica Madrid
Contracting Officer

Enclosure:
As Stated.

TABLE OF CONTENTS

Section 1 - The Schedule

- Standard Form - 18 cover sheet
- Solicitation Letter
- Continuation to SF1449, **RFQ- PR#3324480**
- Schedule of Supplies/Services, Block 20
- Attachment 1: Scope of Work
- Attachment 2: Packing Specifications
- Attachment 3: Government Furnished Property

Section 2 - Evaluation Factors

- Evaluation Factors

CONTINUATION TO SF-1449
SECTION 1 - THE SCHEDULE
PRICES BLOCK 23
INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) **PURCHASE ORDER**
RFQ / PR#3324480 - Packing and Crating Services / Managua Post

1. PERFORMANCE WORK STATEMENT

For each year of the **Contract/Purchase Order**, the U.S. Government guarantees a minimum order of **7,000 LBS**. The maximum amount of shipping/packing services each year of this **Contract/Purchase Order** will not exceed. **500,000 LBS**.

Services shall be ordered by issuance of a Delivery Order or Task Order as mentioned in Clause 4 of this Section. Authorized Ordering Officials shall complete the Delivery/Task Order Form.

2. PERIOD OF PERFORMANCE

After **Contract/Purchase Order** award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of **Contract/Purchase Order** award unless the Contractor agrees to an earlier date) on which performance shall start.

Please note: by "acceptable insurance" include all Contractor facilities, assets (vehicles) and personnel insurance applicable and mandated by law.

3. PRICING

The rates below shall include all direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The prices include all expenses and materials required to complete the work.

3.A. VALUE ADDED TAX

VALUE ADDED TAX. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the U.S. Embassy has a tax exemption certificate from the host government.

4. BASE PERIOD PRICES (SCHEDULE)

		<u>Unit of Measure</u>	<u>Rate per Unit</u>	<u>Estimated Quantity*</u>	<u>Total Est. Amount</u>
(a)	Packing Services				
	1) Packing of HHE Effects	Lbs net		200,000	
	2) Packing of UAB	Lbs Gross		20,000	
(b)	Unpacking Services				
	1) Unpacking of HHE Effects	Lbs Net		185,000	
	2) Unpacking of UAB	Lbs Net		18,000	
(c)	Storage Services				
	1) Monthly Storage of Effects	M3		60 Days Free	
(d)	Freight Handling				
	Transportation between:				
	1) Post/Port City	N/A			
	(i) Container Cargo				
	(ii) General Cargo				
	(iii)				
	2) Post/Local Airport	N/A			
	3) Vehicles				
	(i) Without Boxing			0	
	(ii) With Boxing	Ea		25	
	(iii) From Post/Residence to Port	Ea		25	

TOTAL _____

***Please Note:** This estimated amount is based on total estimated Government requirements. This means that if more than one award is made, the estimated amount of work awarded under task order(s) to any single contractor will be less than the amount shown.

4.A. FIRST OPTION YEAR PRICES
Option Term: Twelve (12) Months

		<u>Unit of Measure</u>	<u>Rate per Unit</u>	<u>Estimated Quantity*</u>	<u>Total Est. Amount</u>
(a)	Packing Services				
	1) Packing of HHE Effects	Lbs net		200,000	
	2) Packing of UAB	Lbs Gross		20,000	
(b)	Unpacking Services				
	1) Unpacking of HHE Effects	Lbs Net		185,000	
	2) Unpacking of UAB	Lbs Net		18,000	
(c)	Storage Services				
	1) Monthly Storage of Effects	M3		60 Days Free	
(d)	Freight Handling				
	Transportation between:				
	1) Post/Port City	N/A			
	(iv) Container Cargo				
	(v) General Cargo				
	(vi)				
	2) Post/Local Airport	N/A			
	3) Vehicles				
	(iv) Without Boxing			0	
	(v) With Boxing	Ea		25	
	(vi) From Post/Residence to Port	Ea		25	

***Please Note:** This estimated amount is based on total estimated Government requirements. This means that if more than one award is made, the estimated amount of work awarded under task order(s) to any single contractor will be less than the amount shown.

TOTAL _____

GRAND TOTAL OF BASE PLUS ALL OPTION YEARS _____

The Government will not consider any claim for any additional compensation unless it has been authorized by the Government in writing in advance. The Government shall not be responsible for any work performed that is not specifically provided for under this contract or authorized by the Government in writing in advance.

5. ORDERS

All requests for shipments or performance of individual jobs under this contract shall be issued via an order placed by the Contracting Officer. This task order will contain the following information:

- (a) Name of Contractor,
- (b) Contract number
- (c) Date of Task Order
- (d) Task Order number
- (e) Name of person placing order
- (f) Itemized list of shipment and services furnished
- (g) Quantity, unit price, and total price of each item or service.

Orders may be placed orally initially, but must be followed up in writing within 48 hours via issuance of a task order. Only a Contracting Officer may place an order, either orally or in writing.

If more than one contractor has received an award for these services, the following procedures shall govern the issuance of individual orders. No work shall be performed without an order being issued to the Contractor by the Contracting Officer.

(1) As the need for services arises, the Government will develop a price estimate. If the estimate does not exceed US \$3,000, the Government will follow the procedures in paragraph (2) below. If the estimate exceeds US \$3,000, the Government will follow the procedures in paragraph (3) below.

(2) Orders not exceeding US \$3,000 - The Government will select a contractor for issuance of the order. This decision will be based on the Government's best interests, which may include factors such as estimated price and past performance record.

(3) Orders exceeding US \$3,000 - Unless one of the exceptions in paragraph (5), below, applies, the Government will follow one of the following two scenarios:

(a) The Government will request each contractor to perform, AT NO COST TO THE GOVERNMENT, a pre-shipment survey after which the Contractor will present an estimate to the Government. Whether or not the Contractor is selected for an individual order, the Government shall not be liable for any claim from the Contractor for the costs of performing the pre-shipment survey. Selection will be based on a combination of estimated price and past performance information; or

(b) If the Contracting Officer can establish which Contractor's prices will result in the lowest price for the individual order without requesting a pre-shipment survey, the Government will make its award selection based upon the prices set forth in the Contract/Purchase Order and past performance information gained as a result of contractor performance under this Contract/Purchase Order.

(4) Regardless of whether the procedures in paragraph (2) or (3) above were followed, selection of contractors shall not be protestable to GAO under Subpart 33.1 of the Federal Acquisition Regulation, except on the grounds that the order increases the scope, period, or maximum value of the contract. However, the Department of State does have an Acquisition Ombudsman who will review complaints by contractors to ensure that all contractors are afforded a fair opportunity to be considered for these task orders, pursuant to the procedures for award of task orders established herein.

(5) Exceptions to the procedures in paragraph (3) above:

(a) The agency need for the required services is of such urgency that providing such competitive opportunity would result in unacceptable delays;

(b) The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.

(c) It is necessary to place an order to satisfy a minimum guarantee.

6. DELIVERY SCHEDULE

The following items shall be delivered under this contract:

<u>Description</u>	<u>Qty</u>	<u>Delivery Date</u>	<u>Deliver to:</u>
Survey Request	1	Upon COR request	COR
Pre-shipment Survey	2	24 Hrs. After Survey	COR
Inventory List	3	2 Days After Completing Pack-Out	Contractor - original Client – one COR -- one
Changes in Date/Time of Packing	2	24 hours before scheduled time/date	COR Client
Non-negotiable Warehouse Receipt	1	Immediately after pickup storage at the GOV facility	COR - original
Notification of Completion of Services	1	Immediately upon completion of required services	COR and client
Notice of Availability for Shipment	1	Completion of each assigned packing effort	COR
Request for Shipping	1	24 hours after Notice of Availability	COR
Required Shipping Documentation	1	By date of embarkation	COR
Receipt of Damaged Effects and Unaccompanied Air Baggage	1	Upon discovery	COR
Delivery Receipt	3	Upon completion of delivery and/or unpacking	Contractor- original COR – copy Client- copy
Inventory List of Articles Lost or Damaged in Shipment	3	7 calendar days after delivery of goods	Contractor – original COR – one Client – one
Weight Certificate	1	Submission with each invoice	COR
Certificate of Scale Accuracy (Updated)	1	Every 3 Months	COR
Certificate of Insurance	1	Within 10 Days After Contract Award	

7. INVOICES AND PAYMENT

(a) Individual invoices shall be submitted for each order, accompanied by the task order and the following documents when submitting invoices for:

1. *Packing Services: Copy of Weight Certificate;*
2. *Unpacking Services: Copy of the Receipt Signed by Client/Customer, and*
3. *Sea/Air Transportation: Copy of OB/L or AWB; Copy of Weight Certificate; and Copy of Voucher for Transportation.*

Invoices shall be submitted in the original with three (3) copies to the Contracting Officer's Representative (COR) at the following address (designated payment office only for the purpose of submitting invoices):

**American Embassy Managua
FMC (Financial Management Center)
Km. 5.5 Carretera Sur
Managua, Nicaragua**

(b) An acceptable invoice containing expenditures for international air and sea shipments on foreign flag air carriers or vessels shall include the appropriate certificate or waiver for a U.S. carrier. The Government will disallow expenditures for international air on foreign flag air carriers unless the appropriate certificate or waiver is attached to invoices. The certification used in clause 52.247-63, Preference for U.S.-Flag Air Carriers, satisfies the justification requirement.

8. GOVERNMENT APPROVAL AND ACCEPTANCE OF CONTRACTOR EMPLOYEES.

The Contractor shall subject its personnel to the Government's approval. All employees must pass a suitable investigation conducted by the Contractor, including recommendation(s) from their respective supervisor(s). Also required: (1) a police check covering criminal and/or subversive activities; (2) a check of personal residence, and (3) a credit investigation. The Contractor shall provide all such investigations in summary form to the COR for review and approval or disapproval. THE CONTRACTOR SHALL NOT USE ANY EMPLOYEES UNDER THIS CONTRACT WITHOUT GOVERNMENT APPROVAL.

9. KEY PERSONNEL.

The Contractor shall assign to this contract the following key personnel.

<u>Position/Function</u>	<u>Name</u>
Project Manager	_____

The Project Manager shall be fluent in the English language. During the first 90 days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment.

10. PERSONAL INJURY, PROPERTY LOSS OR DAMAGE (LIABILITY)

The Contractor hereby assumes absolute responsibility and liability for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the Contractor's personnel in the performance of the services under this contract.

11. INSURANCE

The Contractor, at its own expense, shall provide and maintain during the entire period of performance of this contract, whatever insurance is legally necessary. The Contractor shall carry during the entire period of performance the following minimum insurance:

Comprehensive General Liability

Bodily injury

*Statutory, as required by Host
Country Laws*

Workers' Compensation and Employer's Liability

Workers' Compensation and
Occupational Disease

*Statutory, as required by Host
Country Laws*

Employer's Liability

*Statutory, as required by Host
Country Laws*

Please Note: Current Certificates or other proof of insurance for Contractor facilities, assets (vehicles) and personnel insurance applicable and mandated by law, should be included in the Contractor quotation.

12. BONDING OF EMPLOYEES

The Government imposes no bonding requirement on this contract. The Contractor shall provide any official bonds required, pay any fees or costs involved or related to equipping of any employees engaged in providing services under this contract, if legally required by the local government or local practice.

13. PERMITS

At no cost to the Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The Contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its proposal.

ATTACHMENT 1
PERFORMANCE WORK STATEMENT CONTINUATION
RFQ / PR#3324480 - Packing and Crating Services / Managua Post

1. GENERAL

The Contractor shall provide services for the United States Mission, *Managua, Nicaragua*. This consists of packing, crating, freight handling, forwarding, cargo storage, customs clearance and other related services that apply to shipments originating from, consigned to, routed through, and/or moved within the geographic area(s) of *Managua, Nicaragua*.

The Contractor shall furnish all managerial, administrative, direct labor personnel, materials and transportation that are necessary to accomplish all work required. Contractor employees shall be on site only for performance of contractual duties and not for other business purposes. Performance requirements for required work are described below.

2. DEFINITIONS

"Article" means one item, piece, or package and contents thereof received by the Contractor as listed on the inventory. It can be household effects, professional books, papers and equipment, privately-owned vehicles, or general effects included in a shipment.

"Calendar Day" means the twenty-four hour period from midnight-to-midnight. Saturdays, Sundays, and all holidays are considered calendar days.

"Cargo" means any items consigned to the Contractor under this contract for inbound or outbound shipment, whether consisting of household effects or U.S. Government-owned materials.

"Client" means all United States mission personnel for whom the required services are to be rendered.

"COR" means the Contracting Officer's Representative, appointed in accordance with Section 2 of this contract/purchase order.

"Cube" means the cubic measure of space occupied by a given article after it has been packaged for shipment.

"Estimator" means the contractor employee who has the responsibility to evaluate and provide calculations of the price of packing work to be undertaken. This employee shall provide all calculations in writing.

"Government" means the Government of the United States of America unless specifically stated otherwise.

"Gross Weight" means the weight of the packed lift van, crate or shipping container, including the articles packed therein and all materials used for wrapping, cushioning, banding, waterproofing, packaging, blocking and bracing the container.

"Household Effects" or "HHE" means those items that are the personal property of Embassy officials and members of their family, and are therefore to be packed and transported at U.S. Government expense. This includes furniture, personal effects, personal owned vehicles and consumables that, because of volume and weight, are shipped via surface freight. (Note: See the clause in Section 1, Attachment 2, and paragraph 5 entitled "Prohibited Items" for a listing of items which are not to be packed or transported at U.S. Government expense).

"Inventory" means a contractor-prepared list originated at the time the goods are packed. Each inventory is to be reviewed and signed by the client then turned over to the Contracting Officer's Representative.

"Lift Van" means a wooden storage crate.

"Modular Containers" – lift vans that are reduced in size to accommodate a particular shipment.

"Net Weight" means the gross weight of a shipment less its tare weight.

"Ordering Officer" means the Contracting Officer of the U.S. post. If a GBL is used, the ordering officer does not have to be a warranted Contracting Officer.

"Packing" means the activities required to wrap and protect an article, properly place the article in appropriate carton or box, and stow the article and its carton or box in a lift van of sufficient size and constructed in accordance with post specifications; includes obtaining customs clearances and required documentation for shipment, via surface or air as appropriate.

"Packaging" means application or use of protective measures, including appropriate protective wrappings, cushioning and interior containers.

"Professional books, papers, and equipment" means reference material, instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions and special skill areas; specialized, job-related clothing not considered to be normal or usual clothing; communication equipment used by members in association with their particular specialty; and military and individually owned or specifically issued field clothing and equipment.

"Services" means the services performed, workmanship, and material furnished or used in the performance of the services.

"Storage Pack" means the final result of wrapping and protecting of articles, and then properly placing these articles in appropriate cartons and boxes, and then storing these articles/cartons in storage pallet boxes as loose pack storage.

"Tare Weight" means the weight of an empty shipping container, excluding all materials used for wrapping, cushioning, banding, waterproofing, packaging, blocking and bracing articles within the exterior container.

"Unaccompanied Air Baggage (UAB)" means that portion of the total weight allowance of personal property that the client is permitted to ship via airfreight. UAB typically includes those items required for short-term housekeeping, such as clothing, linen, and kitchen items.

3. GENERAL REQUIREMENTS

Packing of client household effects (HHE) and Government-owned materials for transportation is a highly specialized function. The measure of performance shall be the condition of packed articles upon arrival at their destination. The Contractor must appreciate the importance of family possessions and U.S. Government property and always take the greatest care in handling and packing such articles.

4. PACKING SPECIFICATIONS AND RESPONSIBILITIES

Labor employed to perform services under this contract shall be experienced and competent in the performance of such services. Those employees who perform services at the client's office or residence shall be neat and in uniform identifying them as employees of the Contractor.

The Contractor agrees to provide complete services for surveying, packing, crating, weighing, and marking of household effects, surface baggage and official Government shipments of commodities including, but not limited to, household effects, office and residential furniture, vehicles, and equipment and supplies for shipment within and from *Nicaragua*. Such services will be performed on goods located primarily within the *Managua* metropolitan area, but also other areas of *Managua, Nicaragua* as requested.

The Contractor shall provide all necessary packing and crating material required by this specification and standard industry practice for the services under this contract.

At the request of the Contracting Officer's Representative (COR), the Contractor shall survey the goods to be packed and furnish the Government with a written estimate of the weight and required number of lift vans or other containers in which to pack the goods to be shipped. The Contractor shall transport packing materials and vans to the designated location ready to perform the services required on the date and at the same time specified by the COR. The Government shall notify the Contractor 48 hours in advance of any change, unless otherwise mutually agreed. Any services performed outside of normal business hours as may be agreed upon between the parties to this contract shall be for the mutual convenience of the contracting parties and shall create no liability on the part of the Government for overtime or premium pay charges.

The Contractor agrees to provide export packing and related services using the best commercial practices to insure a shipment of the least tare weight and smallest cubic measurement compatible with assurance of transportation to destinations without damage or pilferage to

containers or contents. Export packing shall include, but shall not be limited to, the following actions by the Contractor:

- Padding, dunnage and packing into cases, barrels or crates of all fragile items.
- Wrapping in waterproof paper and padding all items of furniture, television sets and other valuable equipment. The Contractor shall crate these items. The Contractor shall place these items in the lift vans so as to prevent damage or shifting while in transit.
- Padding securely all mirrors and framed pictures, marble tops, etc., in crates made to the proper size of good packing grade dry lumber with least tare weight.
- All rugs and carpets shall be mothproofed with crating or wrapping without folding.
- Packing clothing items, linens, bedding, lampshades and similar items in containers lined with tissue paper, carefully, to prevent excessive wrinkling or folding.
- Freezers or refrigerators shall be dry inside and the Contractor shall pad and secure all removable shelving and interior parts to prevent breakage or damage.
- Applying tightly and securely adequate steel banding to all wooden cases and containers and to the outside of other appropriate containers that may be used for shipments.

5. INVENTORY SYSTEM

In conjunction with the client or his/her agent, the Contractor shall prepare three copies of an Inventory List of all articles packed, bearing the signature of the client or his/her agent together with the signature of the Contractor, both certifying to the correctness of the inventory. The Contractor shall ensure diligence in recording any unusual condition of the goods being packed by the Contractor. The inventory shall list each article. Words such as "HOUSEHOLD EFFECTS" or other general descriptive terms such as marred, scratched, soiled, worn, torn, gouged, and the like shall be avoided unless they are supplemented with a statement describing the degree and location of the exception. Care in the preparation of the initial inventory will assist in protecting the client of the property and the Contractor in the event of loss and/or damage. Inventory Lists shall specify the name of the client of the goods, the date of shipment and the name of the Contractor, and contain on the form an explanation of the condition symbols and location symbols. The original of the Inventory List will be retained by the Contractor; one copy shall be given to the client or the client's agent; and the remaining copies shall be forwarded to the COR.

6. FREIGHT HANDLING

The Contractor shall act on behalf of the Government on any selected incoming and outgoing Government cargo that may be assigned to the Contractor under this contract, including the effecting of necessary transport of Government cargo within *Nicaragua*. The Contractor accepts full responsibility for any and all losses and/or damage, from the time such cargo is received into

the hands of the Contractor until it is released into the custody of the Government as evidenced by a signed receipt. The Contractor further agrees that in any instance involving loss or damage to the Government cargo, where the Contractor fails to exercise reasonable diligence, the Contractor shall assume full responsibility for such losses or damage including payment of claims for such losses or damage.

Vehicles should be picked up from the Managua area by a professional towing company that includes a flat-bed towing truck. A sight inspection and written report will be completed in the presence of the owner and signed by owner of any damage on vehicle, prior to leaving the residence/post.

The Contractor shall transport all incoming Government cargo handled under the contract from commercial facilities at Managua International Airport or Almacén #160 Embassy Managua, to the final destination in the *Managua* area or elsewhere in *Nicaragua*, including off-loading from the Contractor's vehicle, as specified by the COR unless otherwise directed by the COR in writing to the Contractor.

The Contractor shall pick up from the Government in the *Managua area* or elsewhere in *Nicaragua* in time to insure delivery to Embarkation Port or Managua International Airport facilities *after* the request for pickup. The Contractor shall not place cargo in any warehouse at Government expense without prior approval of the COR.

7. CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for strict adherence to all instructions and quality requirements stated in this contract and shall provide the appropriate management effort to ensure that all services are performed. Each packing or unpacking team shall have a team leader to supervise the workforce and serve as a liaison with the COR. This designated person shall have supervision as his/her function during the time the Contractor is in the client's facility or residence and when Household Effects, Unaccompanied Baggage, or other cargo is being loaded into lift vans or other shipping containers.

Work Skills and Experience

The Contractor shall ensure that all personnel assigned to this contract possess the skills and experience necessary for accomplishing their individual tasks.

English Language Qualifications

Each Team Leader must possess sufficient ability in reading, writing, speaking and understanding the English language to carry out the duties prescribed herein for the position. The remaining staff must be able to follow simple instructions in English, and must be able to completely understand the instructions of the Team Leader.

The Contractor's employees shall not at any time:

- (a) Smoke in the client's facility or residence;

- (b) Arrive at the facility or residence under the influence of drugs or alcohol, or even with alcohol on the breath;
- (c) Drink alcoholic beverages on the job, even if offered;
- (d) Use the client's bathroom or towels without permission;
- (e) Engage in prolonged discussion or argument regarding the job;
- (f) Perform any work for the client not specified in this contract; or
- (g) Request or accept any articles or currency as a gratuity from the client for work performed under this contract.
- (h) Contractor should not use elevators unless the contractor receives written approval for usage from the COR.

8. SCHEDULING AND PLANNING SHIPMENT PICKUPS

The COR receives requests from clients for Household Effects pack out dates, and will coordinate the scheduling of shipments with the Contractor. The COR will give the Contractor a completed "Request for Shipment" form which is the notification of scheduling and authority to proceed if "confirmed" is indicated. This form will not be given to the Contractor unless a task order has already been issued by the Contracting Officer. If "tentative" is checked, the Contractor shall contact the COR for information/instructions.

Pre-shipment Survey

Before the UAB, HHE and cargoes are packed, the Contractor shall, in connection with each instance of household effects services in this contract, make an on-site pre-shipment survey of the items to be shipped and/or stored to determine the approximate net weight of each category. The survey shall be conducted by an approved estimator. The survey must list the major items of furniture, appliances and equipment which are to be included in the shipment and/or storage lot. It must also state the number of cartons and crates necessary to properly protect the loose and fragile items. The Contractor shall give a copy of each survey, signed and dated by the estimator, indicating total estimated net weight of both the export shipment and storage lot to the client the next day upon completion of the pre-shipment survey. A pre-shipment survey which deviates more than ten percent, either high or low, in either the export or storage estimates, will be documented by the COR in the Contractor's performance file. A pre-shipment survey will not normally be required for shipments other than household effects shipments.

9. DURATION OF PACKING

The Contractor shall perform all packing and/or pickup of household goods and personal effects on the date beginning and at the time agreed upon between the Contractor and the client or his/her agent. The client shall be any person the COR specifies as the client in the "Request for Shipment" form authorizing service. All services performed shall be performed on normal workdays between the hours of 8.00 a.m. and 5.00 p.m. Services may only be performed at the residence on normal workdays, or other than normal workdays with the mutual agreement of the parties. This agreement shall create no liability on the part of the Government for overtime or premium pay or other charges to be paid to the Contractor's employees. If the packing and/or pickup crews will arrive more than two hours later than the scheduled time agreed upon, the

Contractor shall notify both the client and the COR in advance. Authorization for any changes in date and time must be authorized by the COR.

10. WEIGHT

Tare Weight Limitation

Whether for official shipments or for household effects, the tare weight shall not exceed 45% of the net weight of the articles packed. If it appears that the 45% limitation will be exceeded, the Contractor shall obtain advance approval of the COR before proceeding with the packing. The tare weight and cube of each shipment shall be the minimum that will afford adequate protection to the items being packed. Contractor shall weigh containers before packing in order to calculate net weight.

Shipping Weight

The Contractor will be advised in writing by the COR as to the maximum weight allowance to be shipped and/or stored. The Contractor shall not exceed these weights without the COR's consent. If the shipment portion exceeds the maximum authorized weight, the COR must be informed. The Contractor shall remove items specified by the COR at no additional cost to the Government or employee. If a shipment is forwarded which exceeds the maximum weight designated in writing by the COR, the Contractor shall be responsible for all costs on that portion of the shipment which exceeds the maximum weight designated.

11. RECORD KEEPING REQUIREMENTS

Inventory Lists

The Contractor shall prepare a complete, accurate and legible Inventory List in English as the articles are packed. The client will review and sign the list. The original will be retained by the Contractor; one copy shall be given to the client or the client's agent; and the remaining copy shall be forwarded to the COR immediately after the packing is completed. All exceptions as to the condition of goods listed on the Inventory List must be brought to the client's attention before goods are removed from the government premises. The Inventory List must be signed by the client and the Contractor's Team Leader, both certifying to the correctness of the Inventory List.

The Inventory List shall show the number and contents of each carton, listed by the correct name in English AND *Spanish*; the date of shipment; lot number; name of Contractor; container (lift van); and, an explanation of the condition symbols used. The Contractor shall give a copy of the Inventory List to the client. Care in the preparation of the initial inventory will assist in protecting the owner of the property and the Contractor in the event of loss and/or damage. When there are two or more shipments, each shipment shall have a separate inventory and lot number. Copies of all Inventory Lists shall be provided to the COR by the Contractor.

The Inventory List shall also indicate by number which cartons are loaded into the respective shipping containers/lift vans.

- The client's name shall appear on each sheet of the Inventory List, and the last sheet must also indicate the total number of boxes, total number of shipping crates (lift vans), net, tare and gross weights, with measurements and total cubic measure.
- Art Objects
The packer shall list art objects by their specific names, i.e., drum, picture, mask, etc. The Inventory List shall include the type of material (malachite, wood, metal, etc.) and whether the item is of *Nicaragua* origin.

12. CONTRACTOR RESPONSIBILITIES FOR U.S. GOVERNMENT FURNISHED MATERIALS

Packing Material- RESERVED

Stock Levels- RESERVED

Crates and Containers/Lift Vans- RESERVED

13. STORAGE AREA REQUIREMENTS

All temporary or permanent storage provided, either for unpacked or packed household effects and unaccompanied air baggage, shall be inside storage buildings and areas that are acceptable to and approved by the COR.

In areas assigned for preparation and storage of household effects and unaccompanied air baggage the Contractor shall prevent pilferage or damage by sunlight, water, or fire. Household effects shall be stored in areas that are dry, well-ventilated, clean, and free from dust, insects and rodents, have adequate fire protection, and are accessible for routine inspection.

The Contractor shall keep aisles, driveways, and entrances free of storage and equipment not being currently handled or operated.

The Contractor shall remove waste or refuse from storage areas or kept in metal containers with tight-fitting metal lids.

Household effects shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids, maintaining a minimum of two inches of clearance from the floor to the bottom-most portion of the stored goods. The Contractor shall not store property in contact with exterior or interior walls.

14. REQUIREMENTS FOR STORAGE METHODS

The Contractor shall place household effects and unaccompanied air baggage into temporary or permanent storage inside a warehouse on the day of receipt or, in the event of inclement weather, immediately upon receipt.

All loose-packed storage of household effects shall be of the enclosed lift van type. The Contractor shall obtain the COR's approval for any exceptions. Lift vans shall have sound walls and tops and shall be fully enclosed to prevent the entry of dust and other contaminants. The Contractor shall identify all pallet boxes and other boxes and storage containers by affixing to the front of each lift van or container a sign at least 24 centimeters by 15 centimeters in size, type set on poster board material, not hand-printed, with the following legend:

U.S. Embassy Managua
(Shipper's Last Name)
(Lot Number)

All letters on each sign described above shall be at least 5 centimeters in height.

The Contractor shall replace moth repellents upholstered articles at least every six months.

The Contractor shall store rugs in fully enclosed rug tubes or rug cartons in rug racks. No more than two rugs are to be stored in each tube or carton. The Contractor shall replenish moth repellents at least every six months.

The Contractor shall establish and maintain a locator system to enable prompt identification and removal of effects in storage.

The Contractor shall store upholstered and overstuffed furniture in special enclosed lift van containers apart from other effects. Upholstered rooms must be fully enclosed areas containing only articles of furniture in loose-pack storage. Walls must have sturdy framing and be covered with a solid sheathing material such as masonite, cellotex, or plywood of a minimum thickness of one-quarter inch sheathing shall be free of holes and tightly joined to prevent the entry of dust and contaminants. Entry doors into such upholstered storage rooms must be kept closed at all times except during periods of actual placement into and/or removal of furniture. Any other type of upholstered storage must be specifically approved by the COR before use.

15. WAREHOUSE RECEIPT

Upon receipt of effects, the Contractor shall prepare a Non-Negotiable Warehouse Receipt. The terms shall be subject to approval by the COR, indicating the American post or other Government Agency as the depositor. If the Warehouse Receipt contains provisions that differ from items in this contract, or that are not contained in this contract, these provisions in the Warehouse Receipt shall have no effect against the United States Government unless the United States Government specifically, in writing, approved each provision at the time the receipt was drafted.

The Warehouse Receipt shall also indicate the name of the owner of the goods, the number of the authorization, the net weight of the storage lot, the number of items deposited, the kind of items and the condition in which they are received. The Contractor shall mail the original of the Warehouse Receipt to the COR **IMMEDIATELY after the pickup** of the storage at the

Government facility. If access and segregation and/or partial removal is performed, the Contractor shall prepare a new Non-Negotiable Warehouse Receipt and submit it as directed above.

Warehouse facilities must be approved by the COR and meet the following criteria:

- (a) Storage buildings shall be constructed, with masonry walls and floors, watertight roofs, and maintained in good condition. The building shall be kept dry, clean, well ventilated, free of dampness, free of moths, rats, mice, and insects, and in orderly condition at all times.
- (b) Each building used for storage under this contract shall have as the minimum standard for qualification either:
 - (1) an acceptable automatic fire detection and reporting system, or an acceptable automatic sprinkler system; or
 - (2) a fire prevention and control plan, posted and maintained in each building; and necessary fire extinguishers and/or approved fire-fighting apparatus available and in good working order at all times.

In addition, each storage facility must be protected by an adequate water supply for firefighting and a fire department that is responsive twenty-four hours per day. Statements from the cognizant fire insurance rating organization shall be used by the Government as a definitive basis for determining the sufficiency or adequacy of a fire-fighting water supply and the responsiveness of a fire department to protect a facility.

- (c) The Contractor shall insure that all installed fire protective systems shall be accredited by the cognizant fire insurance rating organization for insurance rate credit.

16. NOTIFICATION OF COMPLETION OF SERVICES

As soon as the required services for outgoing cargo and unaccompanied air baggage shipments and household effects are completed, the Contractor shall notify the COR and provide the following information:

- a. If a shipment of other than Household Effects:
 - Name and Agency affiliation of employee requesting the shipment, and
 - Name and Agency affiliation of employee who owns the effects.
- b. Government Agency packing authorization number;
- c. ultimate destination of shipment;
- d. date of pickup, number of pieces and gross weight of shipment; and

c. Bill of Lading or Air Way Bill number assigned to the shipment.

A U.S. Government Bill of Lading (GBL) will be issued for each shipment by the authorizing Government Agency. The GBL will either be:

- (1) forwarded by the Government directly to the carrier specified to transport the shipment;
or
- (2) forwarded to the Contractor to be surrendered to the carrier or its agent when the shipment is picked up at the Contractor's premises; or
- (3) Forwarded to the Contractor to be surrendered to the carrier or its agent when the shipment is delivered by the Contractor to the carrier or his agent.

The Contractor shall obtain a proper receipt from the carrier or its agent at the time the baggage is delivered to the carrier by the Contractor.

Upon completion of each assigned packing effort, the Contractor shall provide to the COR a Notice of Availability for Shipment. On this Notice, the Contractor shall report the identity of each completed export packing effort, and whether each was for Household Effects, UAB, or general cargo. The Contractor shall confirm each such notification by submitting to the COR, within twenty-four hours, four copies of the Inventory List, together with a written request for shipping instructions containing the following information:

- (a) Name of client and Agency affiliation,
- (b) Government Agency packing authorization number,
- (c) ultimate destination of shipment,
- (d) one copy of the export inventory properly prepared, and
- (e) a packing list itemizing the contents of each shipping container by inventory number; Net, Tare and Gross Weight; and a cubic measurement of each shipping container and total shipment.

Upon receipt of the above information, the COR will furnish to the Contractor, in writing:

- for any additional shipment marking information; the necessary shipping data; and
- a completed and signed U.S. Government Bill of Lading (GBL) for each shipment that the Contractor has reported ready to ship.

The Contractor shall tender the GBL to the carrier specified to transport the shipment to the port of embarkation. The Contractor shall contact the carrier in sufficient time to load the shipment on the carrier's vehicle in time to have the shipment delivered to the port of embarkation by the delivery date designated in the shipping data furnished by the Government. In addition, the Contractor shall ensure that all customs procedures have been accomplished, and shall obtain required documentation for all shipments. The Contractor shall notify the COR in writing if and

why any shipment cannot be delivered to the port of embarkation by the date specified. Failure to provide this notice before the latest delivery to the pier may subject the Contractor to any liquidated damages to be paid by the Contractor to the carrier.

17. REQUIREMENTS FOR THE DELIVERY AND UNPACKING OF HOUSEHOLD EFFECTS, UNACCOMPANIED AIR BAGGAGE (UAB) AND GENERAL CARGO

Receipt of Household Effects and Unaccompanied Air Baggage

The Contractor shall notify the COR immediately if any shipment is received in damaged condition. The Contractor shall make notation of any visible loss or damage on the reverse side of the Government Bill of Lading and/or on carrier's delivery receipt. Loose-packed effects shall be properly inventoried on receipt and immediately placed in proper palletized storage. If it is necessary to unload a steamship container and place the effects into loose-pack storage prior to delivery, the Contractor shall prepare and sign an Inventory List when the effects are removed from the container and placed into storage.

Delivery of Household Effects and Unaccompanied Air Baggage To a Residence

The placing of Household Effects and UAB in the client's residence, as specified, shall include, but not be limited to:

- the laying of pads and rugs;
- placing of items of furniture within rooms;
- setting up of beds, including the placing of springs and mattresses on bed frames; and
- Placing of all kitchenware, dinnerware, glassware, silverware, linens and other miscellaneous items in locations specified by the client or his/her representative.

The Contractor is not required to move furniture within the residence after the first placing of furniture.

The Contractor shall inquire of the client at the time arrangements are made for delivery, if the shipments include large items such as pianos, freezers, refrigerators, etc. The Contractor shall have piano boards and other necessary tools and equipment on hand to open containers and safely move these items.

The Contractor shall unpack the client's household effects and remove all debris the same day the effects are delivered, or by the close of the next working day; unless the client requests removal of debris at a later date.

The Contractor shall place UAB in the client's residence in packed or crated condition.

The Contractor shall cut strapping and open crates when requested by the client or his/her authorized agent.

The Contractor shall use a tarpaulin or other floor covering suitable for protection of floors while work is in progress.

Obtaining Delivery Receipt

The Contractor shall obtain a delivery receipt in triplicate signed by the client or his/her authorized agent upon completion of the delivery and/or the unpacking and placing of the household effects in the residence. The Contractor shall retain the original of this receipt and submit copy with the invoice for payment and provide one to client

The Contractor shall prepare a separate Inventory List, signed by the client or his/her agent, listing all articles lost or damaged and describing such loss or damage. The Contractor shall submit this Inventory List to the COR within seven calendar days after delivery of the goods.

Removal of Debris and Return of Containers

The Contractor shall, upon completion of delivery and unpacking services, remove all trash tonnage, and debris from all shipping vans and containers. The Contractor shall deliver promptly all empty steel vans, and other special-type containers, to the carrier or its authorized local agent. The Contractor shall release steamship containers immediately after unloading, to the local agent of the delivering carrier. In addition, at the option and discretion of the COR, the Contractor shall deliver containers owned by the Department of State to a local warehouse or depository as designated by the post. All other vans and containers, after completion of service, shall become the property and responsibility of the Contractor.

18. VEHICLES

The Contractor shall provide all vehicles necessary for the performance of this contract.

The Contractor shall provide all fuel and lubricants for the vehicles.

The Contractor shall provide the necessary vehicles of appropriate size (2.5 tons or more) for local transportation of shipments and Unaccompanied Air Baggage.

The Contractor shall maintain its vehicles in the proper mechanical condition to assure their full availability when needed, and to assure that shipments are reliably and safely transported from the residence to the appropriate staging area. If the Contractor encounters mechanical difficulties that prevent the scheduled completion of a scheduled pick-up, the Contractor shall immediately obtain a suitable substitute vehicle at no additional cost to the Government. Non-availability of suitable vehicles shall not constitute acceptable justification for late pickup or delivery, or for additional costs to the Government.

19. COMPUTATION OF WEIGHTS

Gross Weight - see "Definitions," paragraph 2.

Net Weight - See "Definitions," paragraph 2.

Gross Weight is calculated by adding the Net Weight of the contents to the weight of the shipping container and any bracing material used to secure articles in the container. The Contractor shall designate and the COR shall approve a scale to be used for determination of shipment weights. The scale must be officially certified by the respective authorities as accurate and must continually display documentation in testimony thereof. All official certificates of accuracy must be periodically updated and recertified to ensure there is no lapse of certification.

The COR or an appointed representative may be present at the scale site when any shipment weight is taken to witness the accuracy of the reading. The Contractor shall submit to the COR with each invoice a weight certificate, signed by the Government employees for whom services were rendered, and the name of any Government employee who witnessed the weight reading.

When the Net Weight of a shipment has not been determined by actual measurement before shipment occurs, for payment purposes the Net Weight shall be defined as two thirds of the Gross Weight of the shipment. With the invoice for each shipment, the Contractor shall submit a written justification describing why the shipment could not be weighed before it was shipped.

20. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work	Performance Threshold
<u>Services.</u> Performs all shipping and packing services set forth in the scope of work.	1. thru 19.	All required services are performed and no more than one (1) customer complaint is received per month.

Monitoring Performance

The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

Standard

The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause, FAR 52.212-4 Contract Terms and Conditions-Commercial Items, if any of the services exceed the standard.

21. PROCEDURES

- (a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they should immediately contact the COR.
- (b) The COR will complete appropriate documentation to record the complaint.
- (c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
- (d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.
- (e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.
- (f) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.
- (g) The COR will consider complaints as resolved unless notified otherwise by the complainant.
- (h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection Clause.

ATTACHMENT 2
PACKING SPECIFICATIONS

1. CONTAINER SPECIFICATION

(a) Containers to be used for export shipments of effects under this contract must be soundly constructed of waterproof plywood, lined with a waterproof barrier, and reinforced with an inside framework. Wooden containers must be heat treated or fumigated based on the requirements of the destination country.

Effective September 16, 2005, all solid wood packing material (SWPM) entering the United States must be either heat treated or fumigated with methyl bromide, in accordance with the Guidelines on 7 CFR 319.40 and marked with an approved international mark certifying treatment. This change will affect all wood packaging material in connect with importing goods into the United States. Heat treatment is preferred. Similar importation restricts are being implemented in other countries. For a complete list of affected countries with similar wood importation restrictions and the effective date of the restrictions, visit the USDA website. Because similar wood restrictions are already in place in the European Union, shipments destined or transiting through our storage facility in ELSO Antwerp should also be heat treated or fumigated with methyl bromide. If the fumigation method is chosen, post needs to take precautions to ensure only the wood products are fumigated. Do not, repeat do not, fumigate a crate or container with personal effects inside.

Containers shall be designed to eliminate damage to the effect from exposure to inclement weather, salt water, salt atmosphere, and possible violent external forces incident to ocean and/or inland transportation and rough handling, so as to insure safe and undamaged arrival of the effects at the destination. The top of the container shall have metal roofing for shipments transiting areas of heavy rain or snowfall. Caulking compound must be used when wooden container panels are assembled to insure watertight joints.

(b) When container shipping services are available, the containers shall be shipped and stowed inside the ship's containers; therefore, the containers shall be of the cubic measurements designed to take maximum advantage of the inside measurements of the ship's containers.

(c) The modular containers provided by the Government used under this contract are the sole property of the Government, and shall be handled carefully to allow subsequent reuse with minimum repair or refurbishing.

(d) When the Government specifies use of a used modular container in export shipment of household effects under this contract, the Contractor shall offer in its invoice and equitable discount from the applicable contract rate. The amount of such discount will vary according to the extent of repair needed, or other conditions of the used containers, and shall be determined on an individual case basis upon mutual appraisal by the Contractor and the COR.

2. STANDARDS FOR PACKING HOUSEHOLD EFFECTS (HHE) AND UNACCOMPANIED AIR BAGGAGE (UAB)

Household Effects (HHE) and Unaccompanied Air Baggage (UAB) should be packed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to crates, lift vans, cartons, or contents and at a minimum of weight. Further, the number and weight of boxes, crates or lift vans shall not be greater than necessary to accomplish efficient movement.

3. WRAPPING AND PACKING

The Contractor shall wrap all articles subject to breakage, denting, scratching, marring, soiling, chafing, or damage at the specified pickup site, using wrapping material to prevent such damage. The Contractor shall use the following guidelines:

- (a) Establish a work area in a room with easy access to the majority of the items to be packed.
- (b) Cover floors of residences with drop cloths or canvas to protect the surface while work is in progress.
- (c) Keep packing materials together; do not allow them to become scattered throughout the house.
- (d) All packing materials, boxes, and containers must be dry, clean, in sound condition, free of substances that might damage the contents, and of sufficient strength to protect the contents.
- (e) Use new cartons for packaging box springs, mattresses, linens, bedding and clothing.
- (f) Pack and seal chinaware, mattresses, box springs, clothing, kitchenware, small electrical appliances, books and similar items at residence.
- (g) Disassemble large or bulky items if this can be done without damage to the item. Securely wrap and clearly mark nuts, bolts, screws, or other hardware in plastic or paper. This packet should be securely attached to the articles from which removed, but not in a manner that could damage the article.
- (h) Legs or other articles removed from furniture shall be properly wrapped, bundled together, identified (such as "dining room table legs, 6 each") and listed separately on the Inventory List indicating the items on the Inventory List to which they belong. Ensure all screws and all other hardware which may be removed from any articles of furniture or other items, are properly identified and marked accordingly in addition to being bundled together with the items they should accompany

- (i) Make a note of the articles requiring special handling and assure that these items are packed, handled and containers marked accordingly.
- (j) Before leaving the premises, check with the client to make sure all desired packing has been completed. If packing is completed, clean up and remove all debris from the area. Contractor employees should be prepared with adequate tools necessary for this action.

4. PROHIBITED ACTIONS

Contractor employees shall not:

- (a) Attempt to disassemble, assemble, or repair electrical appliances or mechanical items;
- (b) Disconnect or connect any gas appliances;
- (c) Touch lamp shade coverings or other items which could suffer stains;
- (d) Pack irons, kitchenware or other heavy pieces in barrels containing china, glassware or other breakable items;
- (e) Place pictures or mirrors between layers of bedding or linen;
- (f) Pack heavy articles on top of shoes;
- (g) Wrap books, lamp shades, linens or other light-colored items in newspaper, as the newsprint will rub off and stain;
- (h) Pack cleaning compounds, soap, furniture polish or medicine in the same carton with groceries;
- (i) Pack cleaning compounds, soap, furniture polish or medicine in the same carton with clothing or paper;
- (j) Place any other items in cartons with lampshades or load any boxes beyond their capacity.

5. PROHIBITED ITEMS

Contractors SHALL NOT pack:

- (a) Live animals, birds, or plants;
- (b) Trailers, with or without other property;

- (c) Boats or component parts, including outboard motors;
- (d) Aircraft;
- (e) Alcoholic beverages, if the shipment is to the United States;
- (f) Groceries and provisions, other than those for consumption by client and immediate family;
- (g) Coins, currency, valuable papers, or jewelry (the client must retain custody of these articles); or
- (h) Dangerous items such as loaded firearms, ammunition, explosives, flashbulbs, matches, flammables, acids, paints, or aerosol containers.

6. SPECIAL HANDLING INSTRUCTIONS

Packers shall give special handling to certain items that are to be packed as part of Household Effects as follows:

- (a) Professional Books, Papers and Equipment. Packing shall be in the same manner as other articles, but such items shall be packed, weighed, marked, numbered and listed separately on the Inventory List. The client will identify such items and set them apart from the rest of the Household Effects.
- (b) Articles of Extraordinary Value. Packing shall be performed only in the presence of the client or his/her agent. For official packing of U.S. Government articles of extraordinary value the COR shall provide specific instructions to the Contractor.
- (c) Art Objects and Artifacts. The packer shall note the ratio of artwork to Household Effects among the client's effects, and if the ratio appears excessive, the Contractor shall notify the COR.
- (d) Electronic Items. Since UAB is more likely to sustain damage en route, electronic equipment is recommended to be shipped as household effects and not as UAB with an estimated value over \$300/- per item. Should the client insist that such items be included in UAB, the Contractor shall advise the client of the risks of damage, advise the client that they can file a claim private insurance. ***The Contractor will note on the COR copy of the Inventory List that such advice was given.***
- (e) Furniture. Large items of furniture that do not fit into standard cartons shall be protected with packing material and heavy gauge cardboard cut and fitted to the item. For fragile or heavy items, a wooden crate shall be constructed around the item. Examples of items requiring such special treatment include pianos, curio cabinets, ornamental screens, and other furnishings subject to damage.

- (f) Shipping of Vehicles. For purposes of this contract, motorcycles are to be considered HHE.
- (g) If specifically requested by the COR, the Contractor shall also provide boxing services for vehicles. Boxing services shall include:
 - (1) complete water cleaning of vehicle, especially under carriage,
 - (2) removal of wheels,
 - (3) bolting of vehicle to box container platform, and
 - (4) enclosing vehicle in a wood box that will withstand trans-shipment strains.

7. PROTECTION AGAINST INSECTS

Many different types of insects can damage Household Effects in-transit or storage. The Contractor shall take measures to prevent such damage, with the following constituting the minimum acceptable measures:

- (a) Carefully inspect Household Effects susceptible to insect damage before packaging and packing. If infestation is present, the Contractor shall advise both the client and the COR, and note this on the Inventory List.
- (b) Wrap, securely package and seal items made of wool to prevent damage by insects.

8. WATERPROOFING

Protect all Household Effects and Unaccompanied Air Baggage from water damage resulting from rain, humidity or dampness.

- (a) Line wooden crates or lift vans shall be lined with waterproof paper.
- (b) If open vehicles are used to transport a shipment, use a weatherproof tarpaulin large enough to fully cover the cargo.

9. LABELING OF BOXES AND CARTONS

- (a) Mark every box clearly with indelible marker pen or paint to assist in location and identification of the client's effects. When a shipment is delivered to an incorrect address due to incorrect marking by the Contractor, the shipment shall be forwarded with the least possible delay to the correct location by a mode of transportation selected by the COR. The Contractor shall be held liable for all additional costs incurred by the Government due to incorrect marking by the Contractor, including charges for preparation, drayage, and transportation.

- (b) Sequentially number and identify the contents of all cartons such as Kitchenware, Books, Toys, etc. by means of indelible markings on the exterior of each box. Such markings may be handwritten, as long as they are legible. Markings must be in English.
- (c) Clearly mark all cartons on the sides and top to show which end should be up.
- (d) Clearly mark all boxes containing mirrors or picture frames to show which side to open.

10. PACKING ARTICLES INTO WOODEN LIFT VANS

- (a) After articles have been wrapped and packed in cartons, the Contractor shall load them on to the Contractor's vehicle for transport to the work site specified by the COR. Under the supervision of the COR, the Contractor shall pack all the articles into wooden lift vans or modular containers.
- (b) The Contractor shall assemble lift vans or modular containers to make them ready to receive a shipment.
- (c) Pack articles into lift vans or modular containers in such a manner as to minimize the possibility of damage from shifting of the contents within the lift van.
 - (1) Pack lighter and fragile items (such as, china, artwork, glassware, etc.) at the top of the lift van, and never underneath heavy cartons.
 - (2) Do not over pack cartons. Packed cartons with bowed sides or split seams are unacceptable. Lift vans with evidence of over packing are also unacceptable. In either case, the Contractor shall repack the articles in a suitable manner without additional cost to the Government.
- (d) If the workday ends before packing is completed, before the packers finish at a residence, the Contractor shall place the cartons in a secure storage area at the work site if the COR so directs. Pack the cartons into lift vans on the next workday.
- (e) Securely wrap the packed lift vans with metal bands.

ATTACHMENT 3

GOVERNMENT FURNISHED PROPERTY

The Government shall make the following property available to the Contractor as "Government furnished property" for performance under the contract:

Reserved. -

CONTINUATION TO SF-1449
SECTION 2 – EVALUATION FACTORS
INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) **PURCHASE ORDER**
RFQ / PR#3324480 - Packing and Crating Services / Managua Post

For evaluation purposes, when reviewing all quotes that are submitted within the period established in the RFQ, the Embassy (designated evaluating party) will:

- Evaluate the quotations received and determine the lowest price.
- Ensure that the items/services quoted meet the stated requirements.
- Verify that the Vendor is a responsible firm.
- Issue a purchase order to price competitive Vendor(s), who are determined as acceptable and responsible offeror(s).

Evaluation criteria will include:

1. Contractor Years of Experience in the Service(s) described in the RFQ (a minimum of 10 years)
2. Evidence of Vendor being a legally established business in the host country
3. Evidence of Vendor being certified to provide services in compliance with applicable host country and international laws.

Please Note: Quotations submitted after the established deadline will not be considered for evaluation.

